



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 06-04-061	OPENING DATE: 06-18-04	CLOSING DATE: 07-16-04	OPEN TO ALL APPLICANTS
POSITION: Budget Analyst JS-560-12	TYPE OF APPOINTMENT: Career Service		SALARY RANGE: \$60,638-78,826 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Budget and Finance	LOCATION: 515 5 th Street, NW		TOUR OF DUTY: Full-time
PROMOTION POTENTIAL TO JS-13 LEVEL			
<p>BRIEF DESCRIPTION OF DUTIES: This position is located in the Budget Branch of the Budget and Finance Division. The incumbent is responsible for all procedural and technical aspects of the budgetary formulation, presentation and execution. Consults with management on court goals, long-range and short range program and financial objectives. Develops information on funding projections, expenditure forecasts, staffing levels and program modifications. Works with representatives of court divisions to resolve budget issues. Develops FTE levels and costs; and assists court management in preparing and presenting information to Court officials, the Office of Management and Budget (OMB) and Congress. Develops revenue and expenditure projections using a variety of sources including the general ledger, Federal funding sources, and historical data. Incorporates projections into budget; monitors expenditures against revenues; monitors program and financial performance against plans. Advises management on budget adjustments and potential over-expenditures. Analyzes and interprets Federal laws and regulations relating to fiscal and budget issues. Performs specific program budget analysis upon request. Evaluates budget performance by individual program and provides information for accounting and statistical reports at Federal and local levels. Performs other duties as assigned.</p> <p>MINIMUM QUALIFICATIONS: A bachelor's degree in finance, economics, public administration, or a related field, plus four (4) years of experience in governmental (municipal or federal) budgeting. A master's degree in public or business administration, or other closely related field, may be substituted for two years (2) of work experience.</p> <p>SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.</p> <ol style="list-style-type: none">1. Knowledge of governmental accounting and budgeting principles and practices and financial and strategic planning.2. Knowledge of the federal budget process and OMB policies¹, directives and regulations used to formulate federal budget estimates; and/or experience in a municipal or state budget process.3. Experience in developing, preparing and reviewing divisional budget justifications and reports in standard formats.4. Effective oral and written communication ability in order to provide analysis, advice and guidance to management regarding budget preparation and grants management (e.g., policies, procedures, memos, letters, reports).5. Experience in monitoring, assessment and reporting of expenditure patterns for programs or organizational units. <p>SELECTION PROCESS: After a review of applications and ranking factor responses, a test, structured oral interview and/or transcripts of college course work will be required of the highest qualified candidates.</p> <p style="text-align: center; padding-top: 20px;">Submit DC Courts Application and Ranking Factors to: DC Courts, Human Resources Division, 515 5th St., NW, Room 213, Washington, DC 20001. For further information call (202) 879-0496 or visit our job site at www.dccjobs.gov.</p>			
<small>It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.</small>			

¹ OMB Circular A-11 *Preparation, Submission and Execution of the Budget*.